

**LIBRARY TECHNICIAN
(ACQUISITIONS - ORDERS)
814**

DEPARTMENT: Library

NATURE OF WORK:

Under the supervision of the Acquisitions Administrator, the Library Technician performs a variety of clerical and administrative tasks to support technical services activities. Duties include creating and processing library materials orders in the automated acquisitions system. Places the majority of audiovisual and youth services orders, choosing the best vendor based upon publishing and binding information. Receives some serials, claiming missing or damaged items. Processes audiovisual materials. Participates in the planning and evaluation of technical services operations within the Support Services department.

ESSENTIAL FUNCTIONS OF THE JOB:

Searches library materials orders on the integrated system (Dynix) to avoid duplication.

Selects vendors based on publishing and binding information. Keys orders into Dynix.

Places holds on patron-requested materials.

Checks backorders and problem orders, verifying ordering and confirmation information.

Places orders via electronic order transfer, fax, phone, or mail.

Receives and claims periodicals and serials, creating and editing copy records and pub patterns on the computer.

Under the direction of the cataloging staff, updates and changes Dynix bibliographic and holdings records and re-processes affected materials.

Processes audiovisual materials.

Updates vendor information on Dynix.

May participate in library-wide committees or projects.

Performs other tasks as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

The job is located in the James City County Library. Work occurs typically sitting in an office, with occasional walking, medium lifting, and other limited physical activities. Frequent sustained use of video display terminals is required. Requires handling of library materials, including transferring materials to carts and/or shelves. Regular contact is made with employees, vendors, and the general public. Computer, typewriter, copier, fax, and other office equipment as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Accurate and efficient typing, filing, and other clerical skills, including basic knowledge of personal computer, copier, and fax operations.

Ability to organize work, set priorities, use time effectively, and work independently.

Ability to learn searching , minor editing, and e-mail skills on the library's automated system.

Ability to communicate well with supervisor, staff, and the general public.

Ability to analyze and creatively solve problems related to the position.

Ability to work with enthusiasm and initiative.

An understanding of basic library operations preferred.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent. Two years college and/or public library experience or equivalent preferred.

NECESSARY SPECIAL QUALIFICATIONS:

Requires the ability to travel among various library sites.